

MARYHILL HIGH SCHOOL



Health & Safety Policy

Drafted by:	Mr B Lench
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Approved by:	Governors
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Maryhill High School Health and Safety Policy 2010

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Welfare

Part 4 – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The Health and Safety Policy is complemented by the County Council Policy on Health Safety and Welfare which can be found on the Staffordshire Learning net (SLN) at; <http://education.staffordshire.gov.uk/SchoolAdministration/HS/Policy/>

Health and Safety Policy Statement

Maryhill High School Health and Safety Policy 2010

Maryhill High School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mr R Mack
Chair of Governors

Dr A Jones
Head teacher

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Head teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Head teacher					
School Leadership Team					
Deputy/Assistant Head teacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Head teacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Head teachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Head teacher Members of the School Leadership Team School Governors Deputy/Assistant Head teacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to

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- other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Head teacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning

process monitor progress in these areas and advise planners of the results or any deficiencies.

- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

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5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring

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process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Head teacher via the Deputy Head teacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Welfare

Maryhill High School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The Head Teacher, the Health and Safety Co-ordinator, the Head of the relevant department, will all be notified of any accidents. The Head Teacher will notify the LEA of any reportable accidents. The class teacher or the Head of Department in the case of a staff accident, will record details of the accident or the First Aider if the accident occurred out of class time. The H&S Co-ordinator will investigate the circumstances of any notifiable accidents. Accidents reporting forms should not be completed by any injured party.

2. Asbestos

The Site & Buildings Supervisor, will maintain the Asbestos record book. It will be located in that persons office and all staff of any contractors working at any time on the site will be required to read and sign the register to ensure that no work is undertaken which may disturb any asbestos in the school premises. All site staff who may have access to areas where Asbestos is situated, will be instructed, upon induction, all procedures which are to be followed, if work is required in areas of the premises affected by Asbestos

3. Contractors

The Site and Buildings Supervisor has responsibility to select contractors, subject to guidelines issued by the Joint Property Services Unit. He will monitor all work undertaken on the premises and ensure that it is of a sufficient standard. The Property Services (JSPU) engineer will have responsibility to coordinate with the Site and Buildings supervisor in respect of any major works for which a fee is paid to that engineer. All contractors will be required to provide Risk assessments and appropriately trained staff to complete work. All contractors must have access to the premises Asbestos register.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff must undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"

5. Drugs & Medications

Currently school staff and First Aid trained staff are not authorised to administer any medication to students. Students must self administer, however

medicines can be stored in secure storage and issued when required. A list of all current First Aid Qualified staff is maintained in the school office. The office manager ensures that first aid kits are available and stocked, ambulances are called if required and a nominated person is available to accompany casualties to hospital.

6. Electrical Equipment [fixed & portable]

All staff are responsible for reporting any defects in either fixed or portable electrical equipment. The Site and Buildings Supervisor is responsible for ensuring that all fixed electrical equipment is tested every 5 years (next due 2011) and the SBS will ensure that any defective fixed electrical installations are repaired by an approved contractor. Portable Appliance Testing is completed every year, and there are 6 trained persons available to complete this testing. Any portable equipment found to be faulty will be removed from use and either repaired or replaced.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Site and Buildings Supervisor is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. first aiders etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Fire Risk Assessment

The Site and Buildings Supervisor in conjunction with the LA Fire Safety Officer is responsible for completing an annual Fire Risk Assessment. The document is reviewed every six months and is kept in a secure location.

8. First Aid

Names and locations of trained appointed first aid staff are posted around the premises along with locations of first aid boxes. Responsibility for checking & restocking, and who summons ambulance assistance, and who accompanies children to hospital, is the responsibility of the individual First Aider. Cover in the event of absence, training & retraining of first aiders, is the responsibility of the Head Teacher.

9. Glass & Glazing

All glass in and around the school, is of a recognised safety standard in all windows, doors and partitioning.

10. Hazardous Substances (COSHH)

Substances are selected from C&LL approved supplies and safety data sheets are a mandatory requirement. Risk assessments are in place to ensure the safe use of COSHH substances. Staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls are the responsibility of the Head Teacher. The current RPS is Mr David Bailey. Mr Shawn Smith is the Radiation Protection Adviser (C&LL.).

11. Health and Safety Advice

The school subscribes to the service provided by the Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855. Mr Steve Brown is the local area H&S advisor.

12. Housekeeping, cleaning & waste disposal

The Site and Buildings supervisor is responsible through the Cleaning Supervisor for ensuring that the school is kept clean and that rubbish and litter is kept to a minimum. He will ensure through the Caretaking team, that floors are kept dry during the school day to minimise slips trips and falls. In the event of snowy or severe icy weather he will initiate the school Snow Procedure, if necessary, and will organise gritting and snow clearing around school premises.

13. Handling & Lifting

The Health and Safety Coordinator in conjunction with the Head Teacher and Heads of Departments, will maintain sufficient systems in place to monitor, risk assess and record where necessary, any activities which involve the need for manual handling. These tasks may include movement of persons, equipment or general loads. Wherever possible lifting aids must be used but where this is not possible, staff must refer to the schools Manual Handling Risk Assessment Plan, which is linked to C&LL document H28 ie HR Policy Handbook for Manual Handling.

- 14. Jewellery** [This should be repeated in school prospectus] *The school advises for their own safety, that pupils refrain from wearing all jewellery ie. earrings, studs, necklaces, rings, wrist or ankle chains, bracelets, and body piercing paraphernalia of any kind. Wristwatches are acceptable, however the school will not take responsibility for any loss or damage unless the item is stored in a secure locker. Lockers are provided for the use of all pupils and staff in the premises.*

15. Lettings/shared use of premises

The school places restrictions on use of equipment during Lettings, agrees with Letting agents their staffing requirements and first aid provision and their insurance liability. Fire and emergency arrangements are provided to the Letting agent prior to an agreement being reached. The Head teacher will ensure that standard operating procedures are in place, agreeing responsibilities at school fetes and other fund raising events. The Site and Buildings Supervisor will ensure that emergency lighting is correctly maintained and that the school has a valid public entertainment license. The Site and Buildings Supervisor will if necessary carry out risk assessments and follow up on these.

16. Lone Working

During holidays or over weekends where ever it is possible, staff should not work alone in or on the premises without first notifying the Site and Buildings

Supervisor or a duty caretaker. All teaching staff and visitors are required to sign into school on arrival and out when they leave the premises, during any holiday period. Any work being carried out by lone staff or contractors, at any time, will be monitored by site caretaking staff and where necessary a risk assessment will be requested for any work involving machinery, step ladders, electrical equipment or work on roof areas or in basements and under floor ducting. Radio equipment is available for lone workers to keep in contact with caretaking staff if those persons do not have mobile phones. The mobile phone numbers of all caretakers are posted by the main school entrance during holiday times.

17. Maintenance / Inspection of Equipment (including selection of equipment)

All equipment requires periodic, usually annual, inspection, structural examination or electrical testing. The list of types includes ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarms including smoke and heat detectors, emergency lighting, fire extinguishers, panic alarms, portable electrical appliances, IT equipment, hand tools, stadium seating, air conditioning systems, car park barriers, shutter doors, gas boilers, gas and electric calorifiers, cookers, washing machines, tumble dryers, dishwashers, water systems, glazing, furniture, flooring, ACM, brickwork including supports and buttresses, footpaths, tarmac areas, handrails and fencing, lamp standards, roof areas. Records must be maintained for all electrical, gas and water tests completed by external contractors and also by site staff. All new equipment purchased and installed will be of a recognised standard as defined by LA guidelines for purchasing. All new equipment installed will be done by approved engineers and certificates of installation/electrical safety obtained.

18. Monitoring the Policy and results

The Site and Buildings Supervisor carries out bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. The Head teacher is responsible for ensuring the implementation of new and updated policies, how the school's health and safety performance is measured, KPI's reported upon and how often these are reported which is normally via annual report to Governing Body.

19. Poster on Health and Safety Law

The Site and Buildings Supervisor is responsible for siting this poster and keeping it up to date.

20. Personal Protective Equipment (PPE)

Heads of Departments are responsible for providing a selection of PPE equipment which is suitable for purpose. The Site and Buildings Supervisor is responsible for arrangements which ensure periodic checking and maintenance of equipment. Class teachers will monitor the proper use, supervision, and advising where replacements are required of PPE. This will be provided free of charge where risk assessment determines it to be necessary.

21. Reporting Defects

All defects to buildings externally or internally, furniture and fittings, electrical and mechanically equipment, paving and tarmac, fencing and grounds including detached football pitches must be reported via the site maintenance department to the Site and Buildings Supervisor.

22. Risk Assessments

Risk Assessments are the responsibility of each member of staff. Department Heads will ensure where any activity which requires a RA that the staff member leading that activity will complete a new RA or review an existing one. All RA`s must be reviewed six monthly. Records of reviewed or new RA`s must be maintained in each department.

23. School Trips/ Off-Site Activities

All school trips/off-site activities will be co-ordinated by the EVC (head teacher). Approval for any visit/activity, emergency arrangements, parental authorisation, supervision levels, first aid provision, special needs arrangements, suitability of transport will be communicated to the C&LL before any trip/activity is undertaken.

24. School Transport – e.g. minibuses

Driver medical examination records are maintained by the LA, and individuals are notified when their medical is due. All authorised drivers are responsible for routine checks on minibuses before each trip. All notified defects must be reported as they occur and noted in the vehicle defects report book. The Site and Buildings Supervisor will co-ordinate any repairs required with the LA transport department. Records of Permits to driver a mini bus, are also maintained by the LA and copies are kept on site at school by a nominated senior staff member. It is each individual driver's responsibility to notify the school of any motoring convictions or medical conditions that may affect or impair their ability to drive legally and safely.

25. Smoking

Smoking is not allowed on the premises and is enforced using LA guidelines.

26. Staff Consultation and Communication

Health and Safety is discussed at all Board of Governors, SLT and Departmental meetings as an agenda item. Staff are informed during Inset training and weekly briefings that they can raise issues of H&S at any time, in fact this is encouraged. The Site and Building Supervisor also co-ordinates all matters of H&S and has access to most material information that may be required.

27. Stress and staff Well-being

Staff have easy access to information via Department Heads and arrangements can be made for confidential use of this service via the C&LL.

- 28. Supervision** [including out of school learning activity/study support]
The school operates a policy linked to the guidelines of the C&LL for pupil supervision at all times and locations.
- 29. Swimming Pool Operating Procedures (where applicable)**
Not applicable.
- 30. Training and Development**
All new staff are briefed upon induction about their responsibilities regarding H&S. Who they report to and how they report. What they report and how that report is processed, progressed and resulted. Records of all accidents, incidents, and instances of bad practice are kept in the Administration office.
- 31. Use of VDU's / Display Screens / DSE**
These surveys are monitor by a DSE trained member of school administrative staff. Advice is available regarding the correct use of VDU equipment and all staff are made aware of the requirement to take regular breaks during each working day.
- 32. Vehicles on Site**
All vehicles entering the site are controlled through a barrier system for entry and exit. Parking is controlled by white line boxing. On site speed is regulated by sleeping policemen. All delivery vehicle are required to park in allocated spaces and non are allow to enter specific pedestrian areas. Larger vehicles are usually controlled by Site staff acting as `banksmen` and deliveries to the school kitchen are allocated a larger area to manoeuvre.
- 33. Violence to Staff / School Security**
The school operates a comprehensive Safeguarding policy which ensures certain criteria to ensure that all staff and pupils and visitors are as safe as possible when they are in school. To enhance this policy all staff are made aware of the need to monitor and report any strangers on the premises. Incidents of violence towards staff are fortunately very few, but in the event of one occurring, procedures follow C&LL guidelines to report and deal with an incident correctly. CCTV is used comprehensively to protect and monitor activities both externally and internally. All visitors are required to sign in at school reception and must wear ID badges at all times.
- 34. Working at Height**
The school enforces the Working at Heights regulations and restricts the use of ladders to caretaking staff only. Ladders, steps and foot stool steps are checked regularly and a Ladder register is available. All contractors must use their own industry approved ladders and steps. RA's must be completed, reviewed or provided in the case of contractors and copies maintained on site. Teaching staff and students are not allowed to use ladders under any circumstances. Site Technicians are restricted to use small steps only.
- 35. Water Hygiene**

On site testing of water temperatures is completed monthly by site staff. Records are maintained by the Site and Buildings Supervisor and these records are monitored on a six monthly basis by an external contractor appointed by the LA. The contractor also conducts water testing and any adjustments to TMV equipment or calorifiers is recorded. Any defects which are discovered are notified directly to the LA and warning notices are issued accordingly. The LA also provide external contractors on a bi-annually basis to complete water hygiene RA`s and a copy of this is maintained on site.

36. Work Experience

An Assistant Head will make arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement and within the school premises.

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

School KPI's may be added here

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.